Nurse Portal User Guide

V1

ISO 9001 Quality Management System Registered Company

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Introduction

The Nurse Portal is a site that will used by infusion nurses, and represents the next step in automating the current manual processes.

By using the Nurse Portal:

- Nurses will no longer have to print, sign and fax the web forms to the Patient Support Program
- Online forms are now submitted with an electronic signature unique to all nurses
- Once submitted, forms will now be received into our centralized database immediately. This helps to ensure timely updates to patient files, treatment information and scheduling. In addition to this, the portal will ensure that we meet the mandatory timeline for reporting Adverse Events, which is a same-day reporting requirement.
- Nurses will always have access to the most recent physicians orders
- Nurses will have access to previously submitted online post infusion reports gaining insight into the patient's past treatment history

The objective of this document is to provide users with an explanation on how to access the portal using their unique username and password. This document will also show the nurses how to navigate the home page of the portal where they will be able to:

- View their user profile
- Update their password
- Search and view their patient's past and present infusion reports
- Make changes to appointment date and time
- Log out of the portal

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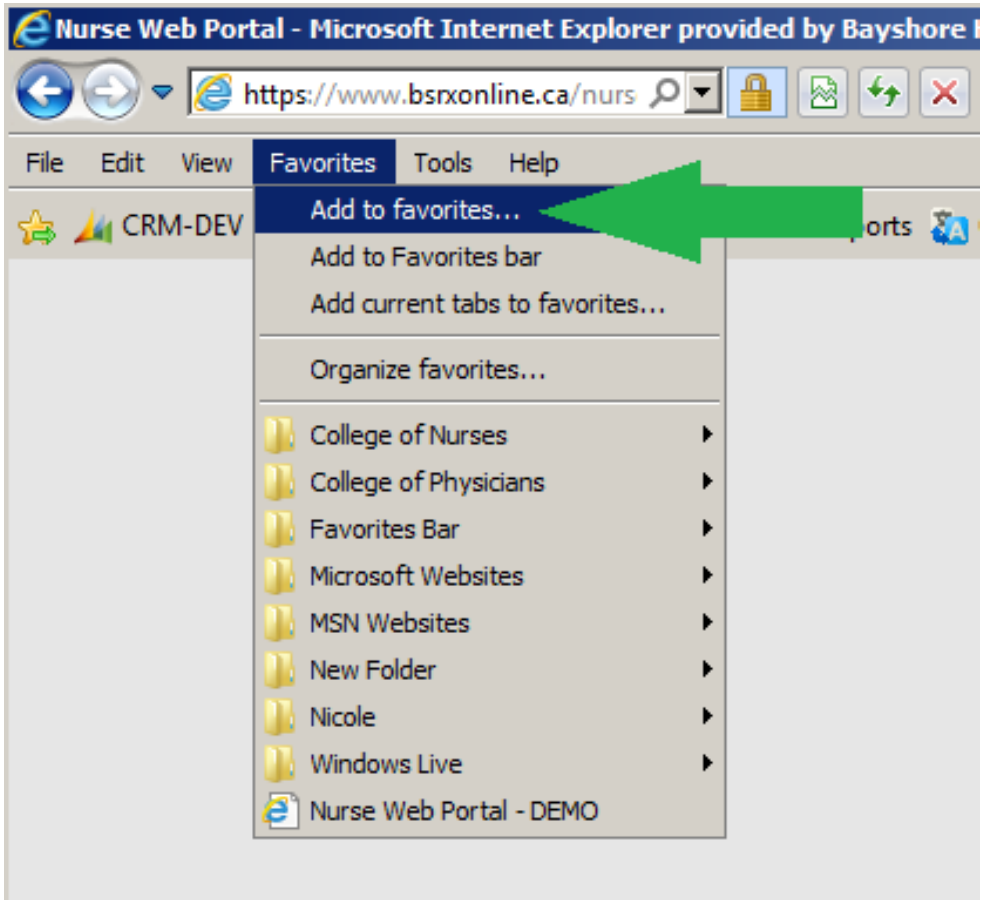
How to Access & Login to the Site

To access the nurse portal, click on the address bar in your web browser and enter the following URL:

https://www.bsrxonline.ca/nurseportal/

Once this is done it is recommended that you save the link as a favorite within your internet browser.



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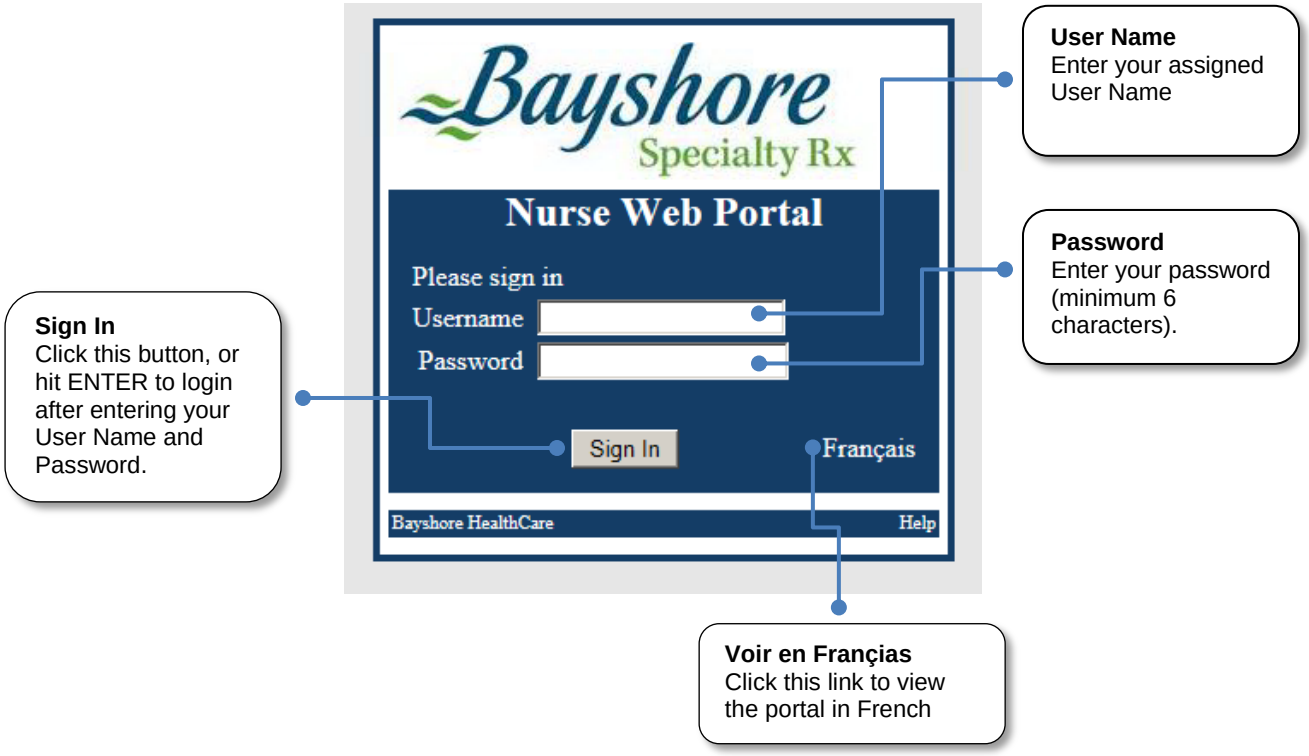
If you are a Bayshore nurse, the portal can also be accessed through *InfoBay*. After logging into *InfoBay,* the link to the portal can be found at the bottom of the page.

Once you've selected your method of accessing the portal, the following login screen will appear.



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User Name

Type in the *User Name* that was given to you by your administrator. If you have not been given or have forgotten your user name, contact your administrator. Your administrators can be contacted via the program addresses (example – tysabri@bayshore.ca) or toll free at **1-877-318-4462**.

User Names have been set up in two formats. If you are an internal Bayshore nurse, your user name will consist of the first initial of your first name combined with your last name. There might be a number added at the end to differentiate nurses with the same first initial and last name.

> Example, the user name for Nurse Jane Smith will be set up as **jsmith**. If another nurse had the same first initial and last name like Jennifer Smith, then the user names would be set up as **jsmith1** and **jsmith2**.

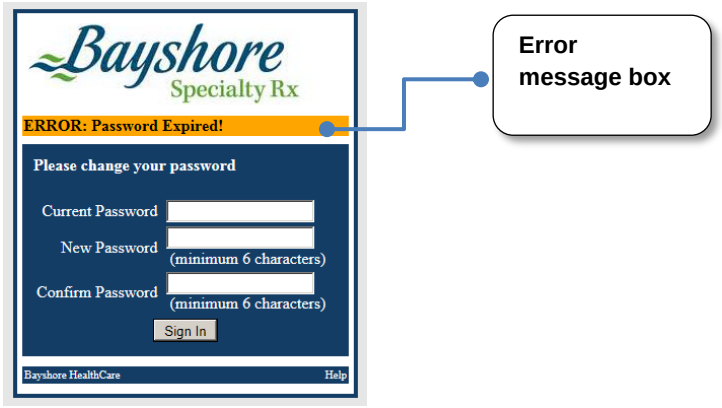
If you are an external nurse accessing the portal, your user name will consist of your first and last name with a period between the two.

> Example, the user name for Nurse Jane Smith will be set up as **Jane.Smith**.

*****Please note all user names are case sensitive*****

Logging into the Portal with your Password for the First Time

Type in the password that was given to you by your administrator. You will be prompted by the portal to change your password the first time that you log in.



Your new password can be alphanumeric (any combination of letters and numbers). Your password can not be less than 6 characters.

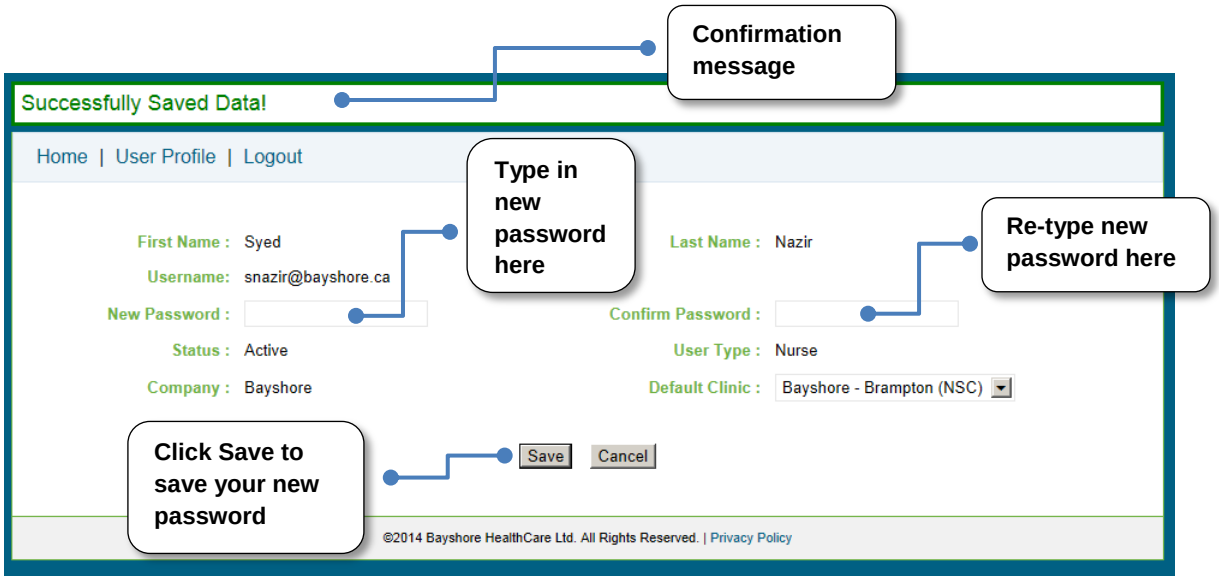
Changing your Password

This section allows you to change your password and modify your Default Clinic.

To change your password,

1. Type in the new password in the *New Password* field.
2. Then re-type the new password in the *Confirm Password* field.
3. Save your changes by selecting Save. You will see a confirmation message at the top of the page when the change has been made.

*Please note, passwords must be a minimum of 6 characters and are case sensitive.


Confirmation message
Successfully Saved Data!
Home | User Profile | Logout
Type in new password here
Re-type new password here
First Name : Syed
Last Name : Nazir
Username: snazir@bayshore.ca
New Password :
Confirm Password :
Status : Active
User Type : Nurse
Company : Bayshore
Default Clinic : Bayshore - Brampton (NSC)
Click Save to save your new password
Save
Cancel
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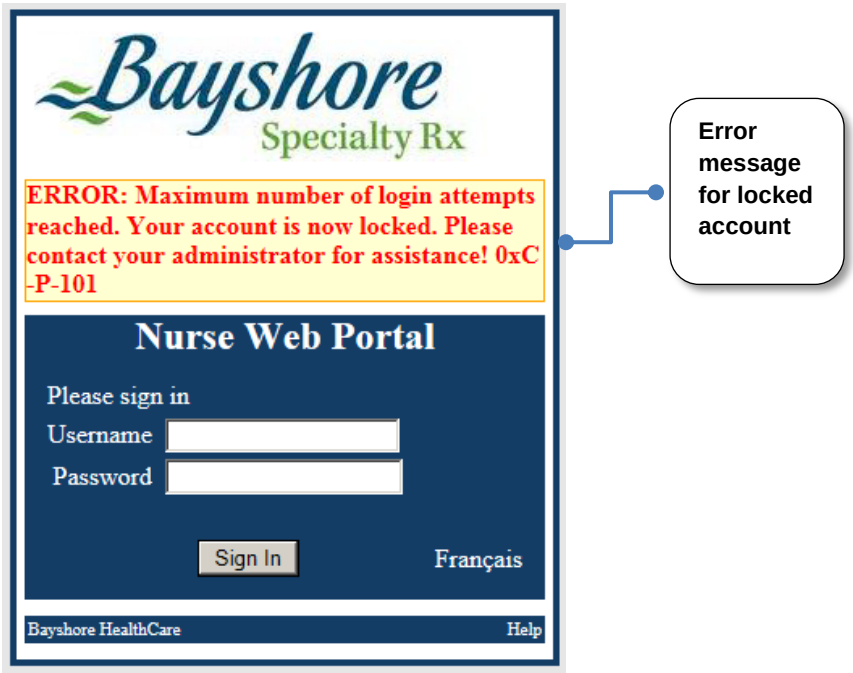
If at any time you've typed in an incorrect user name or password, an error message will be given. The portal will allow you up to 5 further attempts at logging in.

If the login attempts exceed 5 attempts, the system will lock your account. Should this occurs, please contact your administrator to unlock your account.



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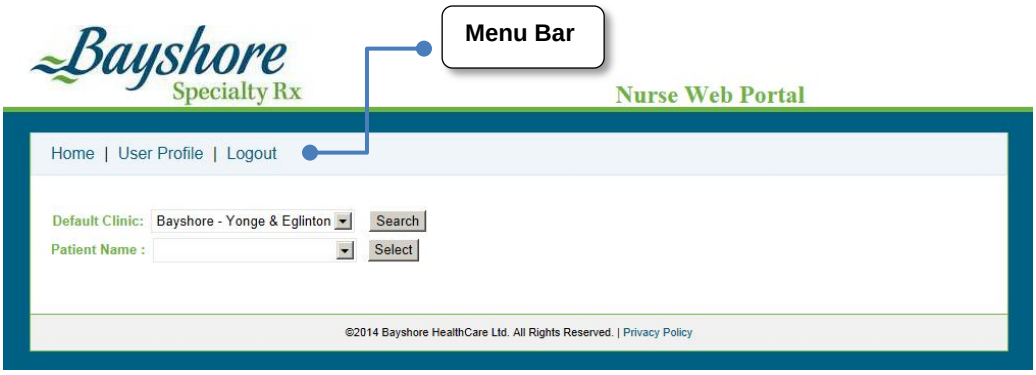
Home Page

When you first log into the portal you will be taken to the home page, where you will be able to view your user profile, log out of the portal and search for your patient's past and present infusion reports. To log out of the portal or to access your user profile, click on the options in the menu bar.


Menu Bar
Bayshore Specialty Rx
Nurse Web Portal
Home | User Profile | Logout
Default Clinic: Bayshore - Yonge & Eglinton
Search
Patient Name :
Select
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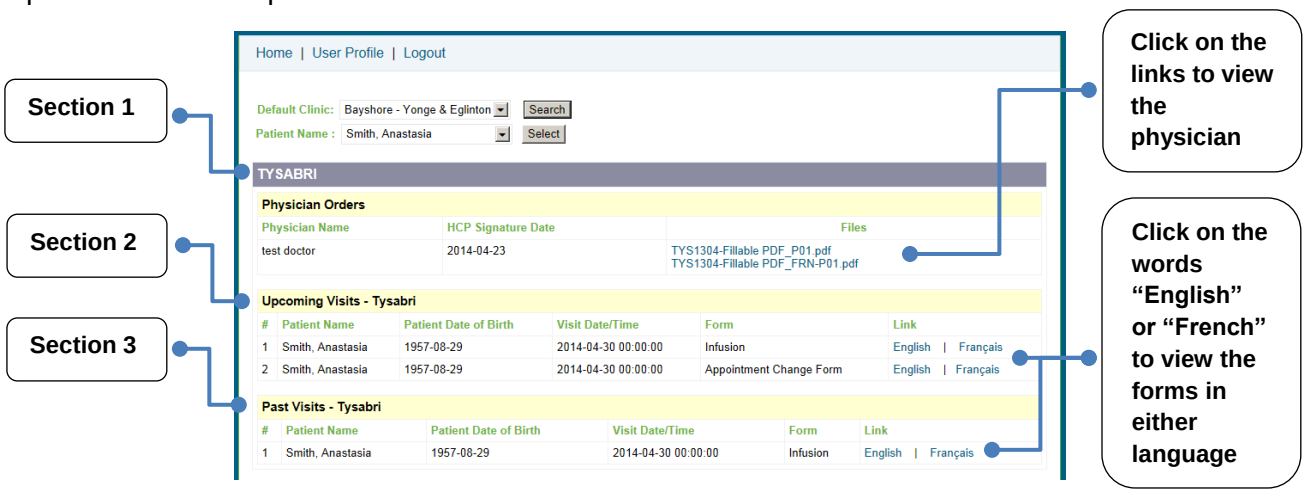
To view your patient's infusion reports (past and present):

1. First select the clinic the patient is being infused at from the *Default Clinic* drop down menu. Then select **Search**. The portal will now provide you with a list of patients who are currently seen at that clinic.
2. Search for your patients name from the *Patient Name* drop down menu and click he **Select** button.

You will now 3 new sections that will appear under the Patient Name. These sections will provide you with links to see to the current physicians order along with your patients past and present infusion reports.


Section 1
Section 2
Section 3
Home | User Profile | Logout
Default Clinic: Bayshore - Yonge & Eglinton
Search
Patient Name : Smith, Anastasia
Select
TYSABRI
Physician Orders
Physician Name
HCP Signature Date
Files
test doctor
2014-04-23
TYS1304-Fillable PDF_P01.pdf
TYS1304-Fillable PDF_FRN-P01.pdf
Upcoming Visits - Tysabri
Patient Name Patient Date of Birth Visit Date/Time Form Link
1 Smith, Anastasia 1957-08-29 2014-04-30 00:00:00 Infusion English | Français
2 Smith, Anastasia 1957-08-29 2014-04-30 00:00:00 Appointment Change Form English | Français
Past Visits - Tysabri
Patient Name Patient Date of Birth Visit Date/Time Form Link
1 Smith, Anastasia 1957-08-29 2014-04-30 00:00:00 Infusion English | Français
Click on the links to view the physician
Click on the words "English" or "French" to view the forms in either language

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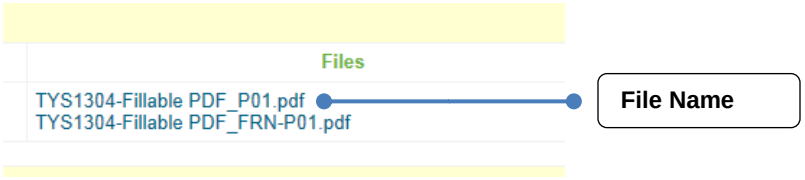
Section 1: Physicians Orders

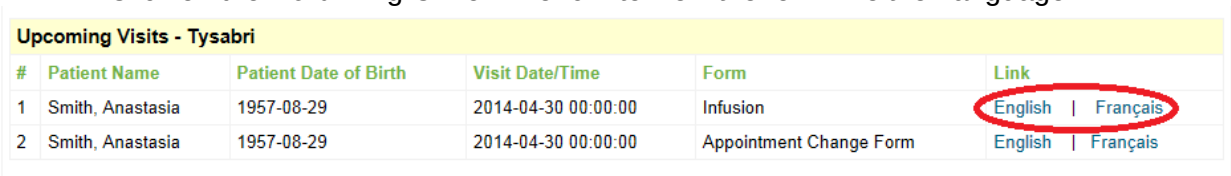
This section will provide you with the link to the most current physicians' orders for the patient. It will list the referring physicians name along with the date the order was signed by the HCP (health care practitioner). If you see multiple files, please review each one before beginning patient treatment. To view the document, click on the file name.



Section 2: Upcoming Visits and Reports

To access the post visit report for the next upcoming infusion:

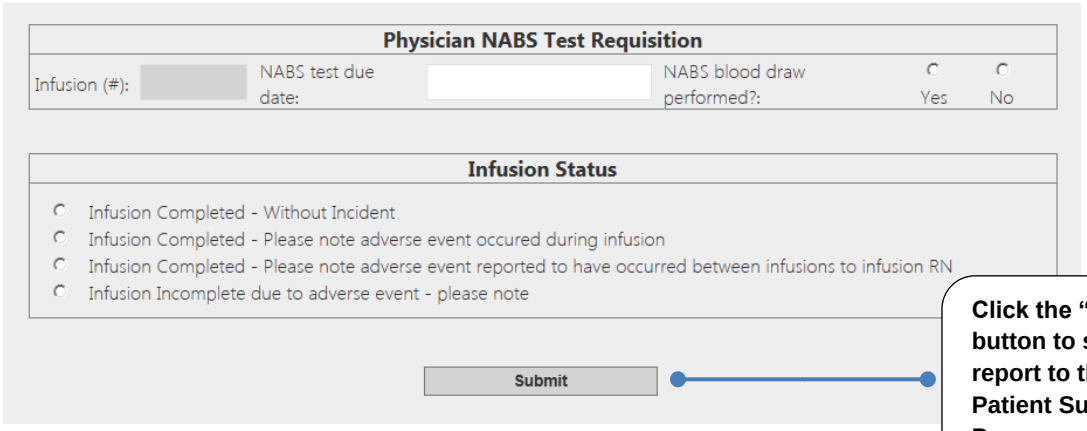
1. Click on the word "English" or "French" to view the form in either language.



Upcoming Visits - Tysabri

#	Patient Name	Patient Date of Birth	Visit Date/Time	Form	Link
1	Smith, Anastasia	1957-08-29	2014-04-30 00:00:00	Infusion	English | Français
2	Smith, Anastasia	1957-08-29	2014-04-30 00:00:00	Appointment Change Form	English | Français

When you open the link, it will provide you with the electronic version of the post infusion report. Complete the fields required and when you are done, click the Submit button to send the report.


Physician NABS Test Requisition
Infusion (#):
NABS test due date:
NABS blood draw performed?:
Yes
No
Infusion Status
Infusion Completed - Without Incident
Infusion Completed - Please note adverse event occured during infusion
Infusion Completed - Please note adverse event reported to have occurred between infusions to infusion RN
Infusion Incomplete due to adverse event - please note
Submit
Click the "Submit" button to send the report to the Patient Support Program

Once submitted, the link to this infusion report will be closed. Should you want to access a read only copy, you can find it in the *Past Visits* (section 3) section of the Home Page.

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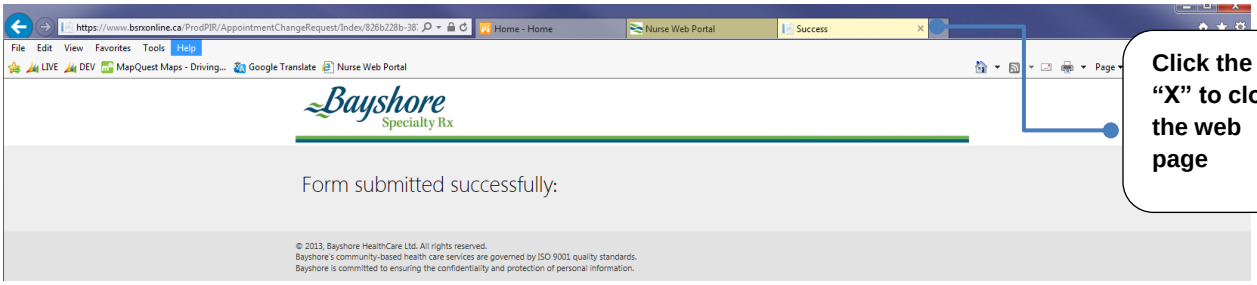
When the form has been submitted, you will receive the following confirmation message.



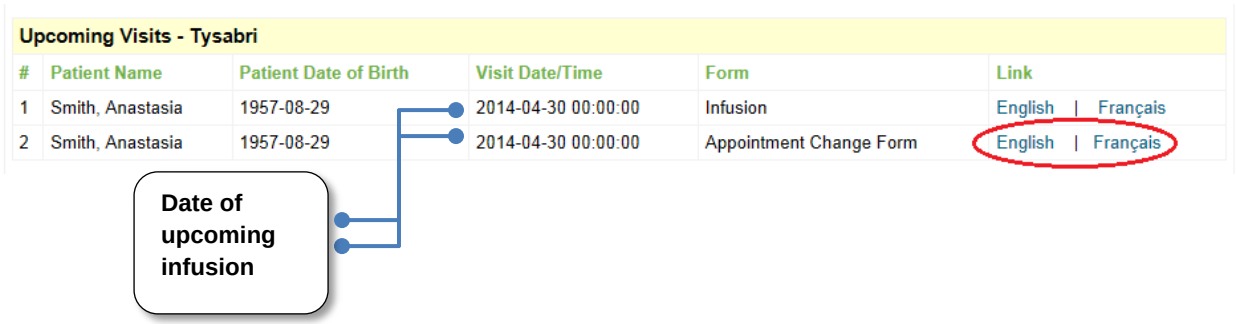
Close this page to go back to the Home Page in the nurse portal.

Appointment Changes

If the date and time listed for the upcoming visit are incorrect, please use the ***Appointment Change Request*** link to modify the visit date.

To access this link:

1. Click on the word "English" or "French" to view the form in either language.


Upcoming Visits - Tysabri
| Patient Name | Patient Date of Birth | Visit Date/Time | Form | Link
1 | Smith, Anastasia | 1957-08-29 | 2014-04-30 00:00:00 | Infusion | English | Français
2 | Smith, Anastasia | 1957-08-29 | 2014-04-30 00:00:00 | Appointment Change Form | English | Français
Date of upcoming infusion

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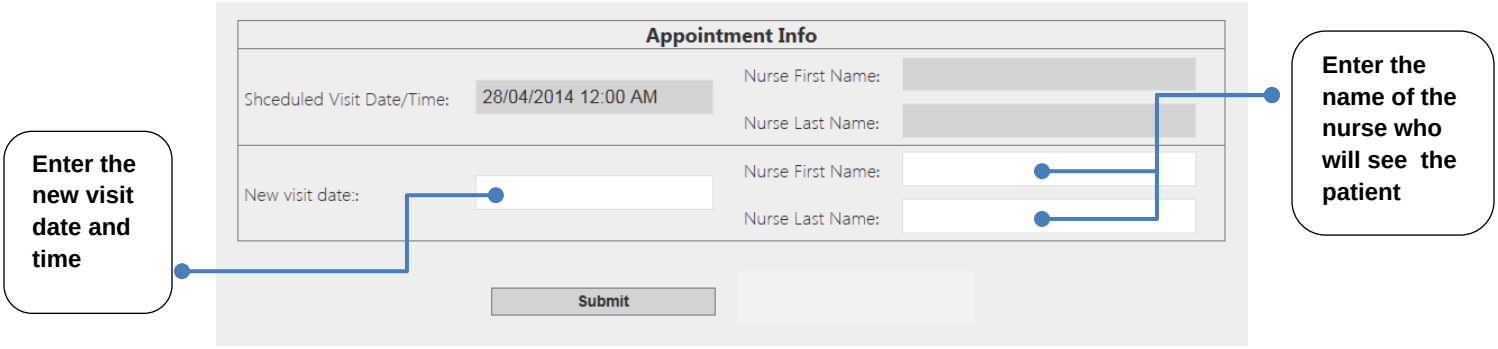
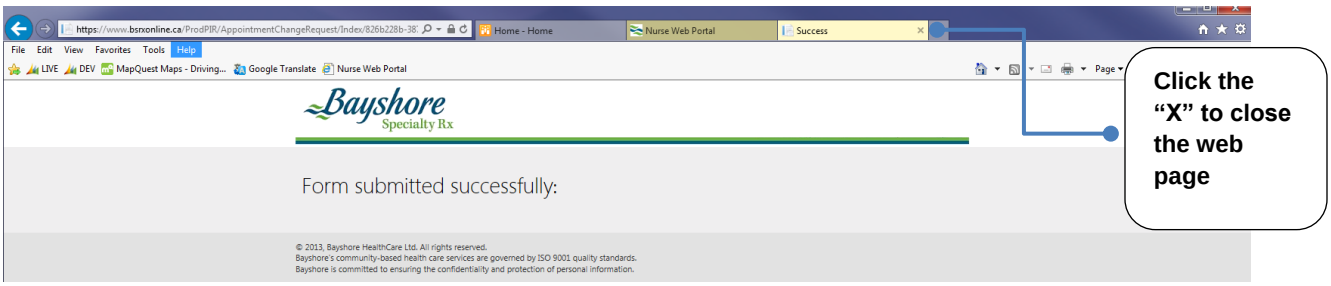
When the appointment change form opens, it will provide you with the patient's information and the current infusion date and time. This information will be in the greyed out fields and cannot be modified.

In the white fields, enter the new or corrected date and time of the infusion appointment along with the name of the nurse who will be conducting the visit.



After entering the information, click on Submit. Once submitted, you will receive the following confirmation message.


Bayshore Specialty Rx
Form submitted successfully:
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Click the "X" to close the web page

Close this page to go back to the Home Page in the nurse portal. If you want to see the changes that have just been submitted, refresh the web page, by pressing F5 on your key board.

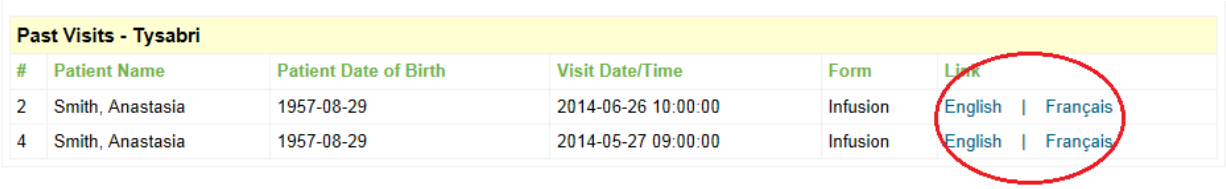
Note that the appointment change form can only be used once to change the scheduled visit date. If you find that you need to change the appointment date again or cancel the infusion completely, please notify the program at (for example: tysabri@bayshore.ca) and the change will be made for you.

Section 3: Past Visits

This section provides you access to the post infusion reports that have already been completed for each patient. Previous reports will provide you with the history of treatments for your patient.

To view the past infusion reports:

1. Click on the word “English” or “French” to view the form in either language.



Past Visits - Tysabri

#	Patient Name	Patient Date of Birth	Visit Date/Time	Form	Link
2	Smith, Anastasia	1957-08-29	2014-06-26 10:00:00	Infusion	English | Français
4	Smith, Anastasia	1957-08-29	2014-05-27 09:00:00	Infusion	English | Français

When the link opens the report, you will notice that the fields are now all read-only so that no modifications can be made after submission.

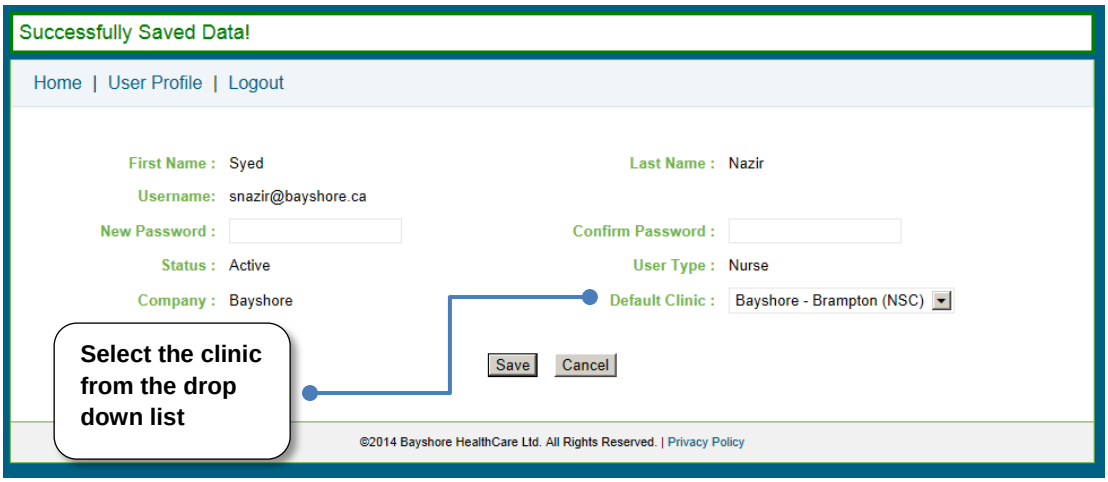
User Profile

Changing your Default Clinic

Every nurse has a primary clinic that they work from each day. This clinic will be listed as your Default clinic each time you log into the portal. If you move to another clinic, then you will need to change your default clinic in the portal.

To change your default clinic,

1. Go to the User Profile section of the portal.
2. Select the drop down list from the *Default Clinic* field and choose the clinic name you want.
3. Save your changes by selecting Save.


Successfully Saved Data!
Home | User Profile | Logout
First Name : Syed
Last Name : Nazir
Username: snazir@bayshore.ca
New Password :
Confirm Password :
Status : Active
User Type : Nurse
Company : Bayshore
Default Clinic : Bayshore - Brampton (NSC)
Save
Cancel
Select the clinic from the drop down list
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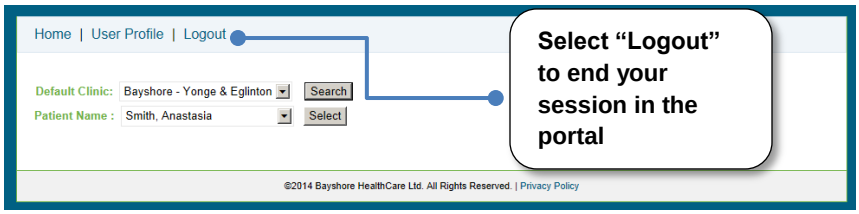
Logging out of the Portal

When you are ready to end your session in the portal, select the Logout option from the Home Page menu. This will bring you back to the log in screen.


Home | User Profile | Logout
Default Clinic: Bayshore - Yonge & Eglinton
Search
Patient Name : Smith, Anastasia
Select
Select "Logout" to end your session in the portal
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